



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
CINCINNATI PROCUREMENT OPERATIONS DIVISION  
CINCINNATI, OHIO 45268

SUBJECT: Request for Task Order Proposal, Tracking Number PR-OW-19-00259

FROM: Lawrence Edelman  
Contracting Officer

TO: Multiple Award Contract Holders under TSAWP II

Attached is request for task order proposal for the subject tracking number which is issued for competition for the project entitled, "SUPPORT for WQX (Water Quality eXchange), ATTAINS (Assessment TMDL Tracking and Implementation System) and the CIP (Catchment Indexing Process) Activities".

The government requests you prepare a proposal (cost and technical) for the task order. Request the proposals be submitted to [edelman.lawrence@epa.gov](mailto:edelman.lawrence@epa.gov) by 3:00PM ET on June 17, 2019. The technical proposal is limited to a maximum of 20 total pages. The cost proposal should include prime direct labor, contract approved indirect rates, subcontractor detail, ODCs, and fee. Subcontractor proposals may be submitted directly to the EPA. Proposals shall also include the required conflict of interest certification.

The following documents provided for this solicitation will become part of the Task Order Award:

- Performance Work Statement
- Task Order Clauses

Award of a Cost Plus Fixed Fee - Term task order will result. The period of performance for this Task Order is one (1) twelve (12) month Base Period Plus Two (2) twelve (12) month Option Periods, anticipated to start August 15, 2019. Please see attached technical evaluation criteria which will be used to evaluate the offer. Award will be made on a Best Value Analysis where Technical Quality is equally important as Cost/Price.

Any questions should be directed to [edelman.lawrence@epa.gov](mailto:edelman.lawrence@epa.gov) within five days of issuance of this Solicitation.

A handwritten signature in black ink, appearing to read "Lawrence B. Edelman", is positioned above the printed name.

Lawrence B. Edelman  
Contracting Officer

Cc:  
Danita Bowling, Contract Level COR  
Damon Highsmith, Alternate Contract Level COR  
Sandy Licis, Contracting Officer

## 1552.217-71 OPTION TO EXTEND THE TERM OF THE CONTRACT-COST-TYPE CONTRACT (APR 1984)

The Government has the option to extend the term of this contract for two (2) additional period(s). If more than 30 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 30 days of the period of performance, the Government must provide to the Contractor written notification prior to that last 30-days of the period. This preliminary notification does not commit the Government to exercising the option. Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended to cover a base period and option periods:

	Period Start Date	End Date
Base Period	08/15/2019	08/14/2020
Option Period 1	08/15/2020	08/14/2021
Option Period 2	08/15/2021	08/14/2022

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of:

Period	Level of Effort
Base Period	TBD
Option Period 1	TBD
Option Period 2	TBD

(c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fee for each option period as follows:

Period	Estimated Cost	Fixed Fee	Total CPFF
Option Period 1	TBD	TBD	TBD
Option Period 2	TBD	TBD	TBD

(d) If the contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows: N/A

## LOCAL CLAUSES EPA-B-32-101 LIMITATION OF FUNDS NOTICE

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of **\$TBD** is allotted to cover estimated cost. Funding in the amount of **\$TBD** is provided to cover the corresponding increment of base fee. The amount allotted for costs is estimated to cover the contractor's performance through **TBD**

(b) When the contract is fully funded (i.e. the sum of the total estimated cost, base fee, award fee pool available for award, and award fee awarded, as set forth in the schedule of this contract), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds

## **LOCAL CLAUSES EPA-B-16-102 ESTIMATED COST AND FIXED FEE**

- (a) The estimated cost of this contract is **TBD**
- (b) The fixed fee **TBD**
- (c) The total estimated cost and fixed fee is **TBD**

## **EPAAR 1552.237-72 KEY PERSONNEL. (APR 1984)**

- (a) The Contractor shall assign to this contract the following key personnel:

**Water Quality eXchange (WQX):** TBD

**Assessment TMDL Tracking and Implementation System (ATTAINS):** TBD

**Geospatial Data Management and Manipulation:** TBD

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

## **LOCAL CLAUSE EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES**

**Task Order Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:**

Task Order COR (TOCOR): Laura Shumway, [shumway.laura@epa.gov](mailto:shumway.laura@epa.gov) PH 202-566-2514

Alternate Task Order COR (Alt TOCOR): Wendy Reid, [reid.wendy@epa.gov](mailto:reid.wendy@epa.gov) PH 202-566-1705

**Contracting Officials responsible for administering this contract are as follows:**

Contracting Officer: Lawrence Edelman, US EPA. Cincinnati Acquisition Division, 26 W MLK Dr. MS W136A, Cincinnati, Ohio 45268 [edelman.lawrence@epa.gov](mailto:edelman.lawrence@epa.gov)

**PERFORMANCE WORK STATEMENT  
SOLICITATION ID # PR-OW-19-00259**

**SUPPORT for WQX (Water Quality eXchange), ATTAINS (Assessment TMDL Tracking and  
Implementation System) and the CIP (Catchment Indexing Process) Activities**

**TASK ORDER CONTRACTOR OFFICER REPRESENTATIVE (TOCOR)**

Laura Shumway  
1200 Pennsylvania Ave, NW  
Washington, DC 20460  
shumway.laura@epa.gov  
202-566-2514

**ALTERNATE TASK ORDER CONTRACTOR OFFICER REPRESENTATIVE (TOCOR)**

Wendy Reid  
1200 Pennsylvania Ave, NW  
Washington, DC 20460  
reid.wendy@epa.gov  
202-566-1705

**PERIOD OF PERFORMANCE:**

Base Period: 8/15/2019-8/14/2020  
Option Period 1: 8/15/2020-8/14/2021  
Option Period 2: 8/15/2021-8/14/2022

**A. BACKGROUND:**

The Water Quality Framework (Framework) is the integrated approach to EPA data systems and information management. These data and information systems rely upon a robust partnership with states and tribes, and as with any system also requires robust user and data processing support. This effort focuses on three of those components of the Framework: 1) EPA's Water Quality eXchange (WQX), 2) The Assessment TMDL Tracking and Implementation System (ATTAINS), and 3) The Catchment Indexing Process (CIP).

WQX is the method that EPA, states, tribes, local entities, and other federal partners use to publish water quality monitoring data to the Water Quality Portal (Portal) (<https://waterqualitydata.us>), which serves as the primary repository for storing and sharing ambient water quality data. It is also the primary means for states and tribes to satisfy their Clean Water Act (CWA) Section 106 grant requirements to annually provide water quality data to EPA. Data published through WQX must match the WQX XML Schema, and EPA provides three methods for data partners to publish data through WQX: Users can submit data directly using an Exchange Network Node (see: <https://exchangenetwork.net>), users can submit flat-files (i.e. Excel Spreadsheets) using an online platform called WQX Web, or users can use a newly developed Application Program Interface (API) for WQX Web that allows users to build their own applications to submit data through WQX Web.

ATTAINS is the repository for storing CWA Sections 305(b) & 303(d) assessment conclusions on water quality, and to document efforts to restore those waters (i.e. Total Maximum Daily Loads). ATTAINS recently underwent a significant redesign with a movement away from a distributed database towards an online interface for states to report their assessments. This transition to a fully-online system has required significant support for states as data

are migrated from the old system into the new. This migration is nearly complete, although additional support is needed as states and EPA begin to use ATTAINS more operationally.

The CIP defines an automated process for associating user-provided geospatial layers with the NHDPlus catchments. Catchment indexing allows EPA to describe relationships between various data sets, search for information using the hydrologic connections, and report on a number of performance measures. The CIP tool is automated, with built-in QA/QC identification to allow manual verification of the automated processing results. Whereas WQX and ATTAINS are designed to run in an EPA hosting environment, the CIP is designed to run on either a local desktop, in the cloud, or in the environment of the entity running the process (i.e. contractor). Since it is expected that the contractor will need to run the CIP in either their environment or in a cloud environment, it is important to understand the technical requirements needed to run the CIP. The CIP uses a PostgreSQL database as the repository, with sufficient storage to house the NHDPlus (~20 GB), and a Python 2.7 application interface. There is a companion QA/QC module that also runs in PostgreSQL with a web environment.

The purpose of this effort is to work with the data owners among EPA programs, other federal agencies, state, tribal, and public data partners to provide user support, data processing, and data sharing support for WQX and ATTAINS, as well as provide support for processing and QA'ing geospatial data to catchments using the CIP tool.

The contractor shall provide support to the EPA Task Order Contracting Officer Representative (TOCOR) by providing technical assistance for user support and data processing in association with activities related to WQX. This assistance shall support EPA's activities to increase the water data holdings in WQX through new or non-traditional data owners and make the data available to all users through the Portal. The non-traditional data owners include, but are not limited to, EPA research projects, EPA geographic initiative projects, state agencies beyond the traditional water quality and CWA Section 106 reporting agency, and other data owners. EPA plans to support these data owners through outreach, technical support, and training in migrating their data to WQX.

Additionally, this assistance shall further EPA's activities to assist partners in transitioning to the new ATTAINS by providing user support to EPA Regional staff, states, territories, and tribes. This shall be accomplished through user support, training, and data migration for partners as directed by the TOCOR. The goal of this effort is to get all states and territories fully transitioned to ATTAINS in preparation for the 2020 Integrated Reporting Cycle (many states will start submitting these data in April 2020 and subsequent submittals will occur through the remainder of the year).

Lastly, the contractor shall provide data processing support for catchment indexing. States are currently providing geospatial representations of their Assessment Units through ATTAINS. These datasets need to be processed and QA'd using the CIP tool. The processed data need to be loaded back into ATTAINS and then subsequently published to EPA's Watershed Assessment Tracking and Environmental Results System (WATERS) (<https://www.epa.gov/waterdata/waters-watershed-assessment-tracking-environmental-results-system>) geospatial services.

Technical Direction may come from the EPA TOCOR, Alternate TOCOR if the TOCOR is on leave or travel, the Program Office (PO), or the Contracting Officer (CO).

## **B. TASKS**

### **Task 1 – Quality Assurance/ Quality Control**

1.1 Quality Assurance Project Plans are required under the Agency's Quality Assurance Policy CIO-2105, formerly EPA Order 5360.1 A2 (May 2000), and implementing guidance CIO-2105-P-01-0 (May 2000). All projects that involve the generation, collection, analysis and use of environmental data must have an approved

Quality Assurance Project Plan (QAPP) in place prior to the commencement of the work. The Catchment Indexing Process (CIP) involves collecting geospatial location data submitted by users (primarily states), processing them through an automated tool to generate an association with NHDPlus catchments, and checking the results for Quality Assurance and Quality Control. Since the CIP involves creation or modification of geospatial location data, a QAPP will be required for Task 6 (Processing and QA'ing Geospatial data using the CIP Tool). The contractor shall prepare a work plan and draft QAPP within 15 business days of award and a final QAPP within 10 business days after receiving comments from EPA on the draft QAPP.

Task 6 may not begin prior to approval of the QAPP. All other Tasks may begin prior to approval of the QAPP.

The QAPP shall follow the EPA suggested existing data QAPP elements which will be provided upon award.

### *Additional QA Documentation Required*

- 1.1. All major deliverables produced by the contractor under this Task Order must include a discussion of the QA/QC activities that were or will be performed to support the deliverable.
- 1.2. The contractor shall immediately notify the EPA TOCOR in writing of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.
- 1.3. The contractor also shall provide EPA with monthly written reports of QA-related activities performed during implementation of this Task Order (see Section D "Reporting" below). These monthly written QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QMP, SOPs, checklists, or other QA guidance, and corrective actions taken. The contractor may include this as a part of the required monthly financial/technical progress report required by the contract.
- 1.4. The contractor shall notify the EPA TOCOR in writing at any time during the task order Period of Performance if changes are warranted to the QA-related protocols, SOPs, checklists, etc., (e.g., due to organizational changes or revised technical approaches).
- 1.5. The contractor shall include a formal written QA/QC section within each major deliverable (as specified above).

## **2. Task 2 – Project Management**

2.1 Under this project, there will be regular communication between EPA team members and contractor staff. This communication will be in the form of monthly team meetings during which time the TOCOR and contractor staff will review the status of work. The contractor shall work with the TOCOR to develop meeting agendas for these monthly meetings and shall maintain meeting minutes and action items that shall be tracked and reported on during these meetings. In addition to these monthly full project status meetings, the project manager shall participate in weekly status update meetings with the TOCOR and ATOCOR, as necessary and directed by the TOCOR. Should any discussions need to occur over issues or concerns that have been raised to the TOCOR, he/she shall determine if these issues or concerns should be discussed at the full team level or with the contractor project manager.

All work being conducted under this project shall be outlined in a project plan that will be developed prior to proceeding on other tasks within this project. The project plan will be considered a living document that can be

adjusted during the monthly project team meetings. In addition to the project plan, the contractor will provide monthly progress and financial reports and schedule that can be updated as needed.

Aside from the kick-off meeting described in Task 3, all meetings will be held via telephone conference line, which will be provided by EPA, and web conference as needed.

### **3. Task 3 – “Kick Off” meeting.**

3.1 Prior to beginning work on this task order, the TOCOR shall schedule a kick-off meeting with the contractor to discuss the tasks within this task order, the goals of the task order, and to review the schedule of benchmarks, deliverables, and milestones. The contractor shall plan for one half-day trip for two people to Washington, DC for this kick-off meeting. For the beginning of each option period, the contractor shall plan for similar half-day trips at the beginning of each option period to attend an option period planning meeting.

### **4. Task 4 – Support for partners sharing data to the Water Quality eXchange (WQX)**

4.1 The contractor shall support EPA’s activities to increase the water monitoring data holdings in WQX by serving as the second and third tier support for the WQX helpdesk. The WQX helpdesk serves as the mechanism where data submitters can ask questions and request assistance sharing their data via WQX and made available through the Portal. WQX data tier support is identified as: Tier 1) create user registrations, direct users to resources on the website, and provide simple solutions to data submission issues. Tier 2) Interprets user issues, troubleshoots excel templates and import configurations, provides basic user support for data management, reviews files for WQX schema rules and assists with submitting via WQX web. Tier 3) Can identify problems and the solutions to uncommon errors, assist with Exchange network .xml and API submissions and provide thorough data management advice to data partners.

User support will vary based on time of year, level of effort, and frequency. It is estimated the contractor will respond to 5-10 user support issues a month.

### **5. Task 5 – Support for states, territories, and tribes sharing data to the Assessment, TMDL Tracking And ImplementatioN System (ATTAINS)**

5.1 The contractor shall support EPA’s activities to assist in the migration to and the adoption of the new ATTAINS system. This technical support will include assisting states, territories, tribes and EPA regional staff with these tasks: mapping datasets to the ATTAINS schema; providing user troubleshooting support and training on manual entries, batch upload, and the Exchange Network xml submissions; developing a brief summary of each data partner assistance & resolution; and developing tools or procedures to help data partners adopt ATTAINS.

User support will vary based on year, level of effort, and frequency. It is estimated the contractor will respond to 5-10 user support issues a month.

### **6. Task 6 – Processing and QA’ing Geospatial data using the CIP Tool**

6.1 Under this task, the contractor shall support EPA’s Framework by processing and QA’ing state, territory and tribal geospatial data using the Catchment Indexing Process (CIP). States, territories and tribes share geospatial

data with EPA that identifies the stream length, areas and points for which their Integrated Report (IR) decisions apply.

Processing and QA'ing the files involves:

- manually pre-processing the files (including checking for completeness, entering required information from the submission form to populate the CIP tool, and potentially calculating a field in the geospatial file if necessary);
- coordinating with states, territories and/or EPA regions to resolve any discrepancies;
- creating a geospatial file that is standardized to a given projection and attribute data structure;
- running the files through the automated CIP tool which indexes the files to NHDPlus catchments;
- manually QA'ing the files with the help of the CIP QA tool and following guidelines set by EPA;
- loading the output files back to a shared location as directed by the TOCOR;
- and coordinating with EPA on delivery and schedules.

The geospatial data will need to be processed for every state and territory (56) each IR cycle (biennially). The number and timing of geospatial submissions will vary, depending upon when states and territories submit the files. It is estimated that the contractor will process and QA approximately 20-40 states', territories', and/or tribes' geospatial files per year. Upon notification from the TOCOR of the geospatial file submissions, the contractor will have 2 weeks to complete the CIP processing, QA, file loading, and reporting the results back to EPA for each geospatial dataset, unless otherwise directed by the TOCOR.

The contractor shall host the CIP and QA tools in their environment so that they can more efficiently run the process. Requirements to host CIP can be found in the background section of this PWS.

## **7. Task 7 – User support training for WQX & ATTAINS**

7.1 The contractor shall provide training support for WQX, WQX web, the Water Quality Portal, and/or ATTAINS 4 times a year for approximately 2 days each training. These on-site visits will be prioritized based on states, territories, tribes and/or EPA regions who need assistance sharing their data to WQX or ATTAINS. This technical support will include but is not limited to: development of the training, assessing partners datasets, providing guidance on data management solutions, mapping data sets to their applicable schema, and teaching data partners about the data schemas and how to publish the data via available mechanisms. All training materials developed shall be provided in editable formats (Word, Excel, PowerPoint, etc) and PDF upon request.

For estimation purposes, the contractor shall plan for 1 person to attend one 2-day trip to each of the following locations for the base and option periods:

Base Period: San Diego, CA; Chicago, IL; Lincoln, NE; Little Rock, AR

Option Period 1: San Francisco, CA; Albany, NY; Chicago, IL; Shepherdstown, WV

Option Period 2: Shepherdstown, WV; Seattle, WA; Oklahoma City, OK; Atlanta, GA

## **C. SCHEDULE OF BENCHMARKS, DELIVERABLES & MILESTONES:**

**BASE YEAR (Tentatively August 15, 2019 – August 14, 2020):**



Task No.	Benchmark, Deliverable or Milestone	Schedule
1	Notification that changes are warranted related to QA	Within one day of occurrence
1	Formal QA/QC Section	To be included in each major deliverable (as defined in Task 1)
1	Written Monthly QA Report	To be included in the Monthly Progress Report (See Section D)
1	Draft QAPP	Within 15 business days of award
1	Final QAPP	Within 10 business days of receiving comments from EPA on the Draft QAPP
2	Project Plan	Within 5 business days following the kick-off meeting
2	Financial and Progress Reports to track project progress and status (per contract requirements)	Monthly
2	Participation in monthly project status calls	Monthly as directed by TOCOR
2	Project manager participation in weekly 30 minute status update meetings with the TOCOR and ATOCOR	Weekly as directed by TOCOR
2	Weekly meeting status notes	Within 2 business days following the completion of the meeting
2	Maintain monthly project team agendas, meeting minutes, and action items	Complete 1 week prior to the next monthly meeting as scheduled by the TOCOR
3	Kick-off meeting	Within 15 business days of task order award
4	Participation in monthly WQX User Call	Monthly as directed by the TOCOR
4	Respond to user requests elevated to tier 2 or 3 from the WQX helpdesk	Due within 10 business days unless otherwise delayed by the TOCOR
4	Brief description of the assistance provided to each partner and the resolution	Due within 5 business days of resolution of the user support request, unless otherwise delayed by the TOCOR
5	Respond to ATTAINS user support requests	Due within 10 business days unless otherwise delayed by the TOCOR
5	Brief description of the assistance provided to each partner and the resolution	Due within 5 business days of resolution of the user support request, unless otherwise delayed by the TOCOR

Task No.	Benchmark, Deliverable or Milestone	Schedule
6	Process state and territory geospatial datasets through CIP	Due within 10 business days from receiving direction to proceed from the TOCOR
6	QA CIP results of processed state and territory geospatial datasets	Due within 10 business days from receiving direction to proceed from the TOCOR
7	Develop and conduct state, territory, tribal and/or EPA regional on-site trainings/site visits (4) on WQX, WQX Web, the Water Quality Portal, and/or ATTAINS.	Trainings will be scheduled by the TOCOR in consultation with the trainees and the contractor. Once scheduled, the contractor shall provide the trainings.

**Option Period 1 (Tentatively August 15, 2020 – August 14, 2021):**

Task No.	Benchmark, Deliverable or Milestone	Schedule
1	Notification that changes are warranted related to QA	Within one day of occurrence
1	Formal QA/QC Section	To be included in each major deliverable (as defined in Task 1)
1	Written Monthly QA Report	To be included in the Monthly Progress Report (See Section D)
1	Updates to QAPP, if necessary	Within 10 business days from receiving direction to proceed from the TOCOR
2	Project Plan	Within 5 business days following the option period kick-off meeting
2	Financial and Progress Reports to track project progress and status (per contract requirements)	Monthly
2	Participation in monthly project status calls	Monthly as directed by TOCOR
2	Project manager participation in weekly 30 minute status update meetings with the TOCOR and ATOCOR	Weekly as directed by TOCOR
2	Weekly meeting status notes	Within 2 business days following the completion of the meeting
2	Maintain monthly project team agendas, meeting minutes, and action items	Complete 1 week prior to the next monthly meeting as scheduled by the TOCOR
3	Kick-off meeting	Within 15 business days of option year award
4	Participation in monthly WQX User Call	Monthly as directed by the TOCOR

Task No.	Benchmark, Deliverable or Milestone	Schedule
4	Respond to user requests elevated to tier 2 or 3 from the WQX helpdesk	Due within 10 business days unless otherwise delayed by the TOCOR
4	Brief description of the assistance provided to each partner and the resolution	Due within 5 business days of resolution of the user support request, unless otherwise delayed by the TOCOR
5	Respond to user support requests	Due within 10 business days unless otherwise delayed by the TOCOR
5	Brief description of the assistance provided to each partner and the resolution	Due within 5 business days of resolution of the user support request, unless otherwise delayed by the TOCOR
6	Process state and territory geospatial datasets through CIP	Due within 10 business days from receiving direction to proceed from the TOCOR
6	QA CIP results of processed state and territory geospatial datasets	Due within 10 business days from receiving direction to proceed from the TOCOR
7	Develop and conduct state, territory, tribal and/or EPA regional on-site trainings/site visits (4) on WQX, WQX Web, the Water Quality Portal, and/or ATTAINS.	Trainings will be scheduled by the TOCOR in consultation with the trainees and the contractor. Once scheduled, the contractor shall provide the trainings on schedule

**Option Period 2 (Tentatively August 15, 2021 – August 14, 2022):**

Task No.	Benchmark, Deliverable or Milestone	Schedule
1	Notification that changes are warranted related to QA	Within one day of occurrence
1	Formal QA/QC Section	To be included in each major deliverable (as defined in Task 1)
1	Written Monthly QA Report	To be included in the Monthly Progress Report (See Section D)
1	Updates to QAPP, if necessary	Within 10 business days from receiving direction to proceed from the TOCOR
2	Project Plan	Within 5 business days following the option period kick-off meeting
2	Financial and Progress Reports to track project progress and status (per contract requirements)	Monthly
2	Participation in monthly project status calls	Monthly as directed by TOCOR

Task No.	Benchmark, Deliverable or Milestone	Schedule
2	Project manager participation in weekly 30 minute status update meetings with the TOCOR and ATOCOR	Weekly as directed by TOCOR
2	Weekly meeting status notes	Within 2 business days following the completion of the meeting
2	Maintain monthly project team agendas, meeting minutes, and action items	Complete 1 week prior to the next monthly meeting as scheduled by the TOCOR
3	Kick-off meeting	Within 15 business days of option year award
4	Participation in monthly WQX User Call	Monthly as directed by the TOCOR
4	Respond to user requests elevated to tier 2 or 3 from the WQX helpdesk	Due within 10 business days unless otherwise delayed by the TOCOR
4	Brief description of the assistance provided to each partner and the resolution	Due within 5 business days of resolution of the user support request, unless otherwise delayed by the TOCOR
5	Respond to user support requests	Due within 10 business days unless otherwise delayed by the TOCOR
5	Brief description of the assistance provided to each partner and the resolution	Due within 5 business days of resolution of the user support request, unless otherwise delayed by the TOCOR
6	Process state and territory geospatial datasets through CIP	Due within 10 business days from receiving direction to proceed from the TOCOR
6	QA CIP results of processed state and territory geospatial datasets	Due within 10 business days from receiving direction to proceed from the TOCOR
7	Develop and conduct state, territory, tribal and/or EPA regional on-site trainings/site visits (4) on WQX, WQX Web, the Water Quality Portal, and/or ATTAINS.	Trainings will be scheduled by the TOCOR in consultation with the trainees and the contractor. Once scheduled, the contractor shall provide the trainings on schedule

#### D. REPORTING

All documentation and reporting under this Task Order shall be in compliance with contract requirements. See contract clause F.2, F.3, and J.2 “List of Attachments, Number 2 - Reports of Work”.

The contractor shall prepare and furnish each month to the TOCOR a written summary of work performed, and progress towards the schedule of benchmarks, deliverables, and milestones which has been accomplished each month. The contractor shall also include in this item a brief written summary of any challenges encountered in the appropriate month.

Financial reports shall be reported monthly and documented by Task.

In addition, the contractor shall identify and briefly describe in the written monthly report those QA / QC activities which were performed to support implementation of this task order and furnish a brief written description of: problems encountered, and any deviations were occurred from: the QMP, any existing QAPP, any SOP’s, checklists, or other QA guidance, as well as a description of the corrective actions taken.

#### **E. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency’s official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

#### **F. TRAVEL**

All performance, documentation and reporting of Contractor Travel under this Task Order shall be in compliance with contract requirements.

#### **G. VALIDATION OF TASK ORDER DELIVERABLES FOR SECTION 508 COMPLIANCE**

The Contractor shall support the TOCOR in conducting a “Final Deliverable Validation” to ensure compliance with Section 508 and the Federal Acquisition Regulations (FAR) related to “electronic and information technology (EIT) deliverables”. The Contractor shall furnish certification, in writing, to the TOCOR that the Contractor has complied with EPAAR Clause 1552.211-79 “Compliance with EPA Policies for Information Resources Management” (Reference Contract Clause C-1), including the requirement that all electronic and information technology (EIT) deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/> . Reference Contract Clause C-1 (c).

#### **H. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS**

The contractor shall immediately notify the EPA Contracting Officer, PO, and TOCOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar, or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as

defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

#### **I. QUALITY ASSURANCE SURVEILLANCE PLAN**

Per contract requirements.

#### **J. NOTIFICATION OF COMPLETION OF TASK ORDER DELIVERABLES**

In the event the Task Order reaches thirty (30) days prior to the end of the Period of Performance and the contractor assesses that the contractor will not be able to satisfactorily complete any of the benchmarks, milestones, or deliverables by the end of the Performance Period, the contractor shall notify the TOCOR and the Contracting Officer (CO) immediately, in writing. Within five (5) business days of said notification, the TOCOR, in coordination with the CO, will provide technical direction concerning use of the remaining funding to prepare and furnish to the TOCOR: draft deliverables, interim work products, and any necessary working files in an electronic format which is supported by EPA.

#### **L. TECHNICAL DIRECTION**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

**TASK ORDER SOLICITATION TECHNICAL EVALUATION**  
**PR-OW-19-00259**  
**SUPPORT for WQX (Water Quality eXchange), ATTAINS (Assessment TMDL Tracking and Information System) and the CIP (Catchment Indexing Process) Activities**

Contractors shall limit their responses to 20 pages or less (excluding cover pages, table of contents & resumes), using their discretion on which criteria to place emphasis. Proposals will be evaluated on the criteria listed below by the project Technical Evaluation Team and will be assigned a score from 0-3 using the scale listed below. Award will be based on Best Value Analysis where Technical Quality is equally important as Cost/Price.

**RATING SCALE**

The following rating scale will be used in scoring proposals:

*Unacceptable* = 0. Criteria is not addressed.

*Poor* = 1. The proposal fails to adequately address critical requirements of the PWS and technical evaluation criteria; may satisfy some requirements, but not others; reflects major weaknesses or deficiencies. Could not meet requirements without fundamental changes involving a total re-write or redirection of the offer.

*Satisfactory* = 2. Proposal addresses and meets most requirements of the PWS and technical evaluation criteria, with some correctable and minor weaknesses and/or deficiencies noted. Is generally considered to demonstrate at least minimum requisite experience, qualifications and performance capabilities. Some discussions may be required to address and correct weaknesses or deficiencies.

*Superior* = 3. The proposal clearly addresses and exceeds requirements of the SOW and technical evaluation criteria with no weaknesses or deficiencies, or very minor, correctable weaknesses or deficiencies noted.

Each point is worth 1/3 of the weight assigned to an individual criterion.

The following criteria and weights will be used in the technical evaluation of Task Order proposals:

**CRITERIA**

**Corporate Technical Experience (34)**

This criterion evaluates demonstrated corporate experience in fulfilling the technical requirements of contracts/subcontracts/projects similar in technical scope to this solicitation. Of particular interest is the offeror's technical experience conducting work under all tasks in the PWS. In describing corporate experience, include (a) a description of the contract/task order/project, (b) the sponsor, (c) the dates of performance, (d) the specific role the offeror assumed in the overall performance (e.g., prime, subcontractor or consultant), (e) relevance of the experience to the requirements in the Performance Work Statement of this Task Order, and any other information that would serve to establish the offerors' demonstrated corporate technical experience in fulfilling the technical requirements of contracts similar in technical scope to this task order. Report only those projects completed within the past five years, and projects that are ongoing.

**Key Personnel (30)**

This criterion evaluates the technical qualifications (experience, expertise, and education) and availability of the proposed key personnel. The Contractor's proposal should describe the technical qualifications (experience, expertise, and education) and availability of the proposed Key Personnel as related to the tasks set forth in the PWS as follows:

1. To effectively carry out this task, the contractor shall include a subject matter expert(s) on the Water Quality eXchange (WQX).
2. To effectively carry out this task, the contractor shall include a subject matter expert(s) on the Assessment TMDL Tracking and Implementation System (ATTAINS).
3. To effectively carry out this task, the contractor shall also include a subject matter expert on geospatial data management and manipulation.

The information provided by the contractor should clearly establish the individual's educational achievements, specific past experience in performing similar projects to those anticipated under the solicitation, including relevant publications, specific role held by the proposed individual in projects cited, length of time he or she held that role, goals met and achievements in the role, and availability for effort on work anticipated herein, including commitment letters if not currently an employee of the prime or subcontractor. Note that individuals proposed as Key Personnel will be listed as such in the Task Order. At a minimum, provide the individual's resume (limited to 1 page per individual) including the following items in a simple, systematic table format or listing:

- a. Name, Professional Level, Job Title, and Proposed Role under the contract.
- b. Percent of time available for the contract and commitment letter if not already an employee of the prime or subcontractor.
- c. Degree(s) held and corresponding field of study.
- d. \*Specific project experience related to the PWS area of responsibility.
- e. Job responsibility and goals met for project experience described in item d.
- f. Time dedicated to each project in item d.
- g. Beginning and ending dates of each project in item d.
- h. Current project commitments, including percent of time for each project, and duration of each project.

\* It is not sufficient to merely state that an individual worked on a project. EXPLAIN WHAT HE/SHE DID AND ITS RELEVANCE TO THE REQUIREMENTS OUTLINED IN THE PWS.

**Technical Approach (36)**

This criterion will evaluate the contractor's technical approach for the development and performance of all the tasks requested in the PWS. The contractor shall demonstrate an understanding of the work to be performed, and demonstrate the appropriate knowledge, capability (availability of appropriate staff, equipment, and resources), and ability to complete the tasks on time. Demonstrated understanding of the typical problems encountered in performing services required by the RFP and the ability to present practical, efficient solutions for those problems. The Contractor's Proposal shall include a clear, concise narrative that addresses each of the areas identified under the criteria.



**COST PROPOSAL INSTRUCTIONS**  
**TASK ORDER SOLICITATION**  
**PR-OW-19-00259**

The following paragraphs supplement the instructions set forth in the contract clause B-1 "Ordering Procedures". These instructions apply to the prime contractor as well as subcontractors and consultants. It is the prime contractor's responsibility to ensure that all instructions are disseminated to subcontractors and consultants.

Contractors shall submit a summary page for the base and any optional periods. The summary sheet shall be supplemented as necessary to provide thoroughness and clarity in the data presented. Pricing detail shall be included by task for the base and any optional periods. The cost breakdown supporting the above documents shall breakout the following elements: Direct Labor, including direct labor rate and hours for each proposed individual, Fringe Benefits, Overhead, ODC, Travel, Consultants, Subcontractors, Total Subcontract, Subtotal, G&A, Total Cost, Fee, Total Cost Plus Fee. This cost detail shall be broken out for the base and any optional periods, at the task level. A copy of the cost proposal shall be included in the submission in MS Excel. This copy shall include formulas used to arrive at the CPFF for the base and any optional periods in addition to the aggregate amount for each period.

When subcontract effort is included in the cost proposal, the prime contractor shall submit charts for each contract year and for the aggregate (all years, all hours) which clearly indicate the exact allocation of the specified level of effort among the prime contractor and the proposed subcontractors. Specified labor categories as well as job titles within the labor categories should be identified. Subcontractor detail may be provided by the subcontractor directly to the EPA.

If a proposed subcontractor does not have an approved accounting system (one that is considered adequate for use on Government cost-type contracts), the Contracting Officer's consent for a cost type (CPFF, etc.) subcontract will not be granted.

In the cost proposal, the contractor must certify that all proposed personnel (including proposed subcontractor personnel or consultants) for the Professional Level identified by the contractor meet the qualifications specified in the Contract at Attachment 3.